



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>BUDGET ANALYST V</b>	<b>43</b>	<b>B</b>	<b>7.634</b>
<b>BUDGET ANALYST IV</b>	<b>41</b>	<b>B</b>	<b>7.632</b>
<b>BUDGET ANALYST III</b>	<b>38</b>	<b>B</b>	<b>7.620</b>
<b>BUDGET ANALYST II</b>	<b>36</b>	<b>B</b>	<b>7.621</b>
<b>BUDGET ANALYST I</b>	<b>34</b>	<b>B</b>	<b>7.627</b>

**SERIES CONCEPT**

Budget Analysts prepare and implement budgets including the development of expenditure projections, narrative justification of programs, and detailed biennial spending plans and expenditure projections; review and analyze budget requests and adjustments; and ensure compliance with budgetary directives, policies, regulations and limitations.

Assist agencies in developing budget requests by explaining statutory requirements and providing fiscal guidance; analyze budget requests; make recommendations regarding additions, deletions and/or reductions; prepare written justification and summary statements for budget requests.

Control and oversee budgets to ensure compliance with authorized spending limitations and determine the necessity of work program adjustments; monitor budgets through review of audit reports, verification of compliance, and review of agency internal controls and performance levels.

Assist assigned agencies and/or programs by analyzing, organizing and balancing agency/program requests; review and make recommendations on work program changes; and analyze the impact on existing and future agency budgets.

Present budgets at agency meetings, before the legislature, and to administrators; attend various budget hearings to make presentations and respond to questions; provide testimony and consult with legislative fiscal staff; prepare and analyze legislative bill drafts and comments to fiscal notes; and estimate revenue impact of legislative proposals.

Design, develop, maintain and enhance automated budgetary systems to track expenditures and revenue, monitor performance indicators, and conduct statistical analysis; develop and maintain spreadsheets, data bases and tables; design and generate standard and ad hoc reports, charts, graphs and related materials.

Assist agencies with the strategic planning process including development of long and short range objectives; allocate agency and/or program budget resources; prepare periodic budget analyses for management.

Project revenue and expenditures using trend analysis and statistical models and tools.

Analyze expenditures and monitor fiscal transactions for each approved budget account to ensure compliance with budget limits, internal procedures, applicable laws and regulations, and legislative intent.

Research and develop policy recommendations related to accounting practices, internal control procedures, allocation of personnel resources, and fiscal practices; review payroll allocations, work programs and cash balances; analyze funding availability for proposed expenditures and staffing.

Perform related duties as assigned.

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## CLASS CONCEPTS

**Budget Analyst V:** Under administrative direction in the Budget Division of the Department of Administration, incumbents, in addition to performing the full range of duties described in the series concept, train, supervise and evaluate the performance of a team of Budget Analyst IV's and review and manage all budgets within an assigned group of agencies. Incumbents provide leadership and guidance to subordinate analysts; present and defend the Governor's budget before legislative money committees; and critically review agency programs to identify duplication or overlap of efforts, legal mandates to provide services, and opportunities to improve efficiency. Problem solving and decision making at this level requires extensive knowledge of the executive branch of State government, the legislative process, and fiscal and organizational management principles and practices.

Other typical duties include preparing the initial Executive budget document, reviewing agency budget requests, preparing initial and final Governor's recommendations, reviewing and preparing bill draft requests, and preparing the final legislative approved biennial budget. Additionally, incumbents review all modifications to the approved work program as controlled by NRS Chapter 353; review, analyze and prepare agenda items for the Board of Examiners and the Interim Finance Committee; reconcile budgets at the end of each fiscal year; develop and maintain position control; and review contracts and out-of-state travel per regulations described in the State Administrative Manual.

**Budget Analyst IV:** Under administrative direction, incumbents develop, analyze and make recommendations on biennial budgets and expenditures for budgets of the most complex agencies. Complexity is determined by the size, diversity and number of funding sources; the legal requirements on expenditures; and budgets other than general fund such as internal service funds, enterprise funds, and fiduciary funds. Positions in this class may only be assigned to the Budget Division.

Positions at this level are distinguished from lower levels in the series by the authority to approve, reject or request further documentation concerning requests for additional staff and other resources. Incumbents analyze agency staffing ratios and historical data in relation to population growth, economic conditions, national trends and standards, and other pertinent information. They must make evaluative judgments regarding the efficiency of agency operations, effectiveness in reaching established goals and objectives, organizational structure, and legislative intent. In addition, incumbents work closely with agencies following LCB and internal audits in developing corrective action plans to address identified deficiencies; develop or revise policies and procedures; identify appropriate strategies and solutions; review and plan for fiscal impact by determining the need for fee increases and regulation changes; and follow up with agency management to ensure implementation.

**Budget Analyst III:** Under general direction, incumbents are responsible for agency budgets of moderate size and complexity as measured by the number and diversity of funding sources. Positions at this level may be assigned to the Budget Division or a large department such as Transportation, Corrections and Health and Human Services. Budget Analyst III positions are distinguished from Budget Analyst II by the lesser degree of supervision received and by greater complexity and variety of duties assigned to Budget Analyst III positions.

**Budget Analyst II:** Under direction, Budget Analyst II's perform the full range of duties described in the series concept. This level is distinguished from Budget Analyst I by responsibility for more complex budgets which are larger in size and have more funding sources and legislatively mandated expenditure restrictions.

**Budget Analyst I:** Under general supervision, Budget Analyst I's perform professional duties related to the preparation and control of budgets for assigned agencies or major programs. Positions allocated to this series spend the majority of their time on budget review and analysis. Levels within this series are distinguished from each other by the complexity of budgets assigned, supervision received, and the scope and complexity of budget related duties and responsibilities.

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## MINIMUM QUALIFICATIONS

### SPECIAL REQUIREMENT:

- \* Appointment to any level in this series requires successful completion of a written examination.

### BUDGET ANALYST V

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in business or public administration, accounting, finance, economics, or closely related field and six years of professional budgeting, accounting, economic or management analysis and projection, staff analyst or auditing experience, one year of which was equivalent to a Budget Analyst IV in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** NRS 353, 218.8225, 284, State Administrative Manual, and Legislative process; fiscal and organizational management principles and practices; oral and written communication skills; functions and scope of departments and major divisions within the executive branch of State government; fiscal forecasting techniques; sources of information and research techniques; accounting, budgeting, contractual and interlocal requirements; management of federal grants and the federal payment management system; and strategic planning process. **Ability to:** review, analyze, approve or reject budget requests and adjustments; ensure compliance with budgetary directives, legislative intent, policies, regulations and limitations; analyze data and make short and long range fiscal projections; control and oversee budgets to ensure compliance with authorized spending limitations; determine the necessity of work program adjustments; monitor budgets through review of audit reports, verification of compliance, and review of agency internal controls and performance levels; present and defend budgets at agency meetings, before the legislature, and to administrators; make presentations and respond to budget related questions; prepare and analyze legislative bill drafts and comments to fiscal notes; estimate revenue impact of legislative proposals; and analyze expenditures and monitor fiscal transactions for assigned budget accounts; *and all knowledge, skills, and abilities required at the lower levels.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** supervisory techniques and practices. **Ability to:** assign and review the work of lower level Budget Analysts; coordinate various budget related projects; interpret and apply rules and regulations.

### BUDGET ANALYST IV

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in business or public administration, accounting, finance, economics, or closely related field and five years of professional budgeting, accounting, economic or management analysis and projection, staff analyst or auditing experience, one year of which was equivalent to a Budget Analyst III in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** governmental accounting and budgeting and applicable statistical methods. **Working knowledge of:** government administrative processes including budgeting, internal control procedures, policy development, planning, problem solving and management analysis; develop and follow up on corrective action plans consistent with audit recommendations, applicable agency policies, legal requirements and legislative directives; accounting, budgeting, contractual and interlocal requirements; management of federal grants and the federal payment management system; and strategic planning process.

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## MINIMUM QUALIFICATIONS (cont'd)

### BUDGET ANALYST IV (cont'd)

#### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

**Ability to:** perform financial administration, analysis, budget preparation and fiscal resource development for a large department with multiple funding sources; provide technical expertise and guidance to agency fiscal staff regarding the appropriateness and legal restrictions applicable to expenditures; negotiate with agency management to arrive at solutions to complex funding issues and problems; prepare, analyze and monitor complex budgets with a variety of funding sources including general, internal service, enterprise, and fiduciary funds; analyze financial and statistical data and approve or reject budgets and requested changes to work programs of the most complex agencies; analyze and project State revenues; provide input in the determination of priorities for the expenditure of tax dollars as applied to the strategic planning process; and establish and maintain positive working relationships with legislative staff, department heads, and departmental fiscal staff; *and all knowledge, skills, and abilities required at the lower levels.*

#### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Detailed knowledge of:** internal control procedure development and implementation. **Working knowledge of:** potential funding sources and alternate revenue streams; the Governor's overall administrative plan and fiscal priorities for State government; NRS 353; NRS 218.825; 284 (Rules for State Personnel Administration); and the State Administrative Manual.

### BUDGET ANALYST III

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in business or public administration, accounting, finance, economics, or closely related field and four years of professional budgeting, accounting, economic or management analysis and projection, staff analyst or auditing experience, one year of which was equivalent to a Budget Analyst II in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

#### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** governmental accounting and budgeting, and applicable statistical methods. **Ability to:** prepare comprehensive written justifications and recommendations related to expenditure requests, work program adjustments and fiscal transactions; develop, monitor and analyze budgets of a large and complex department with a variety of funding sources and expenditure restrictions; communicate the importance of adhering to policies, regulations and legal requirements; develop budget recommendations for inclusion in the Executive Budget; *and all knowledge, skills, and abilities required at the lower levels.*

#### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** NRS 353.150 (the State Budget Act); State Administrative Manual; internal control procedure development and implementation; the strategic planning process; and management concepts and practices of public administration. **General knowledge of:** NRS 353; 218.825; the Rules for State Personnel Administration; and the Nevada Administrative Code. **Ability to:** make oral presentations to the legislature in defense and justification of the Governor's recommended budget.

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## MINIMUM QUALIFICATIONS (cont'd)

### **BUDGET ANALYST II**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in business or public administration, accounting, finance, economics, or closely related field and three years of professional budgeting, accounting, economic or management analysis and projection, staff analyst or auditing experience, one year of which was equivalent to a Budget Analyst I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** management concepts and practices as applied to public administration. **Ability to:** identify, analyze and resolve complex budget issues and problems; prepare and monitor complex budgets with multiple funding sources and mandated expenditure restrictions; prepare and present budget reports and recommendations to management; *and all knowledge, skills, and abilities required at the lower level.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** laws, rules, and regulations pertaining to the development and implementation of agency budgets in the State of Nevada; organization and operation of State departments and related statutes; and program budgeting and cost/benefit analysis. **Ability to:** analyze requested changes to budgets and determine appropriateness of request.

### **BUDGET ANALYST I**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in business or public administration, accounting, finance, economics, or closely related field and two years of professional budgeting, economic or management analysis and projection, accounting, staff analyst, or auditing experience which included the identification of organizational problems and solutions, making recommendations regarding solutions and writing reports; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**General knowledge of:** basic principles of organization and management; modern methods and principles of planning; and principles and techniques of data collection, analysis and evaluation. **Ability to:** summarize complex data and present recommendations clearly; collect, analyze and organize information and develop sound and concise recommendations; write logical, grammatically correct reports and business correspondence; make oral presentations and answer questions regarding budget issues and expenditures; operate a computer to enter, retrieve, manipulate, format and present budget and position information; and establish and maintain cooperative working relationships.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**General knowledge of:** program budgeting and cost/benefit analysis; principles and practices of governmental accounting; and principles and techniques of data collection, analysis and evaluation. **Ability to:** analyze programs for duplication and overlapping services; project agency revenues and expenditures; work with large amounts of detailed information; create organized and meaningful spreadsheets and databases; independently organize, plan, implement and oversee multiple tasks; and analyze requested changes to budgets and determine appropriateness of request.

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.634</u>	<u>7.632</u>	<u>7.620</u>	<u>7.621</u>	<u>7.627</u>
ESTABLISHED:	5/27/98R	7/1/93P	7/1/89R	7/1/89R	7/1/89R
	8/28/98UC	9/24/92PC	3/13/90PC	3/13/90PC	3/13/90PC
REVISED:			7/1/93P	7/1/93P	7/1/93P
			9/24/92PC	9/24/92PC	9/24/92PC
REVISED:		6/5/98UC	6/5/98UC	6/5/98UC	6/5/98UC
REVISED:	11/3/03R	11/3/03R			
	2/9/04UC	2/9/04UC			
REVISED:			7/1/05LG		